



# Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair  
1<sup>st</sup> District  
Brence Culp, Vice Chair  
3<sup>rd</sup> District  
Clinton Tatum  
2<sup>nd</sup> District  
Carl Gallucci  
4<sup>th</sup> District  
Angela Mazzie  
5<sup>th</sup> District

## AUDIT COMMITTEE

### MEETING MINUTES

October 21, 2004

Vice Chairperson Brence Culp called the meeting to order at 1:38 p.m. in the Conference Room of Room 525 at the Kenneth Hahn Hall of Administration.

#### Committee Members Present

Clinton Tatum, Second District  
Brence Culp, Third District  
Carl Gallucci, Fourth District  
Angela Mazzie, Fifth District

#### Committee Members Absent

Louisa Ollague, First District

#### Others in Attendance

Maria Oms, Auditor-Controller  
Mike Pirolo, Auditor-Controller

Martha Littlefield, Executive Office  
Peter Papadakis, Executive Office

#### Approval of Minutes

On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved the September 16, 2004 minutes.

#### Old Business

Group Home Program Monitoring Report – Family Solutions Group Homes, Inc., El Toro, Mission Viejo, Blue Hill, Santa Ana, and West Covina: Review determined the agency is providing the services outlined in its program statement, but the agency needs to update its Needs and Services Plan and other miscellaneous improvements. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Sheriff Contract City Billing Practices Status Report: Ten of thirty areas were reviewed. After costs are quantified, the Auditor-Controller will report to the Board of Supervisors in January 2005. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved continuing this item on the agenda monthly to track any arising issues.**

#### Reports to be Received and Filed

Barton Hill Elementary School After-School Enrichment Program Contract Review: Review determined the agency is providing the services outlined in its County contract and notified DPSS of the results. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Expansion of Countywide Contract Monitoring Project to Include Department of Health Services Contracts (Board Agenda Item #5.4, June 21, 2004): The Auditor-Controller anticipates reporting to the Board of Supervisors by November 30, 2004 regarding which DHS contracts they propose including in the pilot project. Brence Culp recommended that a letter be sent to Thomas Garthwaite, Director of DHS, inquiring about the delay in response time regarding a status report on updating their CCMS. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved sending a letter to the Department asking them to respond including specific benchmarks and continuing this item on the agenda to the November 18, 2004 agenda.**

*To enrich lives through effective and caring service*

Group Home Program Monitoring Report – David and Margaret Home, Inc.: Main Campus, Casa Bonita, La Casa, Wenwood, and Winterhaven Group Homes: Review determined the agency is providing the services outlined in its program statement, but the agency needs to make repairs to its facility, update its Needs and Services Plan and other miscellaneous improvements. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – Trinity Children and Family Services, Anza: The Auditor-Controller received the agency's corrective action plan for the implementation of the recommendations. Review determined the agency is providing the services outlined in its program statement, however, the agency needs to update its Needs and Services Plan and other miscellaneous improvements. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Southeast Area Social Services Funding Authority (SASSFA) Contract Review – Integrated Care Management Program Provider: Review determined the agency is providing the services outlined in its program statement and County contract. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Southeast Area Social Services Funding Authority (SASSFA) Contract Review – Nutrition Program Provider: Review determined the agency is providing the services outlined in its program statement and County contract. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Franklin D. Roosevelt Elementary School After-School Enrichment Program Contract Review: The Auditor-Controller requested this item be held to the November 18, 2004 meeting due to a key recommendation still pending. Review determined the agency is providing services outlined in the County contract, however, two staff members at Roosevelt Elementary were unable to provide documentation of required fingerprint clearances and tuberculosis tests. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved continuing this item to the November 18, meeting.**

Mexican American Opportunity Foundation Contract Review: Review determined the agency is providing the services outlined in its program statement and County contract, but in 1 of the 20 cases, MAOF billed DPSS for daycare referrals the program participant did not receive. MAOF stated that the over billing was an error and would repay DPSS the \$126. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

#### **Reports Received**

Board Policy Sunset Review Date – Policy # 9.090 Telecommuting Policy: Brence Culp requested staff determine if the Public Information Office has researched the number of people that telecommute and is able to determine its overall effectiveness. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved continuing the Sunset Review Date to April 26, 2008.**

Welfare Fraud Prevention Program Review – Quarterly Report: Since the March 31, 2004 status report one recommendation is pending due to programming modifications needed to update the automated system. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Aviva Family and Children's Services Contract Review: Review determined the agency is providing the services outlined in its County contract, however, the agency needs to strengthen its documentation controls to ensure it can support all the services billed to DMH and meet the contract requirements. Also, the agency should submit a corrective plan of action to DMH within 30 days as required by the contract. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Sunset Review of Board Policy No. 5.140 – Oversight of Construction Contractors: Staff will research whether Prop A vendors are allowed debriefing before the November 18, 2004 meeting per Angela Mazzie's request. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved continuing this item to the November 18, meeting.**

Transfer of the Refugee Immigrant Training and Employment Program (RITE) to the Department of Public Social Services: The Auditor-Controller reported that the Board of Supervisors requested an RFP and that bids should be available in February/March 2005. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report.**

Sunset Review for the Los Angeles County Commission on HIV Health Services: The Audit Committee amended the recommendation of the Auditor-Controller's suggested Sunset Review Date to follow the 5-year legislative updates to the Ryan White CARE Act which establishes guidelines for the Commission. Brence Culp recommended granting the HIV Commission a one year extension beyond the legislative review date to allow the Commission time to implement any changes before conducting the sunset review. **On motion of Clinton Tatum, seconded by Brence Culp, the Committee duly approved, with Angela Mazzie abstaining, extending the Sunset Review Date for the HIV Commission to July 1, 2006.**

Department of Animal Care and Control Fiscal Review: The Department operated within its budget and expended less than its budgeted Net County Cost for the 3-year period ending June 30, 2004. However, the Department needs to improve its administrative and financial controls in several areas including procurement, revolving funds, trust funds and payroll/personnel. Maria Oms stated the Fiscal Shared Services Update is an ongoing process. Angela Mazzie inquired if vendor codes are like tax IDs and if any tracking mechanisms are used. Maria Oms stated there are limitations involved and a vendor code only identifies where the billing statement is sent; ISD performs checks to ensure proper billing practices. She agreed to research the reason(s) for utilizing vendor codes instead of tax ID numbers. **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing the report and requested a follow-up report from the Auditor-Controller in 6 months.**

#### **Public Comments**

There were none.

#### **Matters not on the posted agenda to be presented and placed on the agenda of a future meeting.**

There were none.

#### **Adjournment**

There being no further business, the meeting was adjourned at 2:18 p.m.